

**PROJECT NAME & DETAILS**

**CHECK LIST FOR:**

**UPS System Testing and Commissioning  
(Pre-Commissioning Check list)**

Form No:  
Rev. No : 0  
Page : 1 of 2

SUBCONTRACTOR

CONTRACTOR

SECTION OF WORK: Electrical

LOCATION:

LEVEL:

WIR No.:

| STAGE | ITEM | Checked by |      | Checked by | Date |
|-------|------|------------|------|------------|------|
|       |      | S/C        | CONT | CONS.      |      |

|                          |  |  |  |  |  |
|--------------------------|--|--|--|--|--|
| <b>SETTING OUT</b>       | 1. Check the Approved shop drawings approval.  |  |  |  |  |
|                          | 2. UPS room must be large enough.  |  |  |  |  |
|                          | 3. UPS location should have a non-flammable floor.   |  |  |  |  |
|                          | 4. UPS Location should be dry, clean and dust-free.  |  |  |  |  |
|                          | 5. UPS Location should be with Air condition 20-25C. AC air circulation in the room should be sufficient to ensure a constant temperature to the UPS and to the batteries. |  |  |  |  |
|                          | 6. All Power & Network Cables are tested.  |  |  |  |  |
|                          | 7. Installation of I/P & O/P Power Cables.   |  |  |  |  |
|                          | 8. For netvision, Each UPS System IP to connect it to the Local Network. 'if Applicable'   |  |  |  |  |
| <b>MEP/CIVIL</b>         | Check for Services Clearances, and the same approved by company site team (civil)  |  |  |  |  |
| <b>Visual Inspection</b> | 1. Carry out a visual inspection of outside & inside System.   |  |  |  |  |
|                          | 2. Visually check Central PC to ensure that all equipment is installed in line with Approved Construction drawing & Approved Material Submittal.                           |  |  |  |  |
|                          | 3. Check AC Connection. 'I/P & O/P'  |  |  |  |  |
|                          | 4. Check DC connection if external Battery available.  |  |  |  |  |
|                          | 5. Check UPS component 'i.e. rectifier, inverter and static switches' are secure and that no damage has occurred.  |  |  |  |  |
|                          | 6. Check for the Noise level   |  |  |  |  |

|                      |                             |                       |
|----------------------|-----------------------------|-----------------------|
| For S/C QA/QC: Date: | FOR CONTRACTOR QA/QC: Date: | For Cons. Rep.: Date: |
| Name: Sign:          | Name: Sign:                 | Name: Sign:           |

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| <b>SUBCONTRACTOR</b> <input checked="" type="checkbox"/>   | <b>CONTRACTOR</b> <input type="checkbox"/>                    |

|   |                                     |
|---|-------------------------------------|
| <b>SECTION OF WORK:</b> Electrical<br><b>LEVEL:</b> | <b>LOCATION:</b><br><b>WIR No.:</b> |
|---|-------------------------------------|

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|-------|------|------------|------|------------|------|
|       |      | S/C        | CONT | CONS.      |      |

|                           |   |  |  |  |  |
|---------------------------|---|--|--|--|--|
| <b>SAFETY PRECAUTIONS</b> | 1. Adequate lights are provided in the Work Area prior to Testing.                                |  |  |  |  |
|                           | 2. All terminations cables have been checked for any damage or improper connections.              |  |  |  |  |
|                           | 3. Ensure that barricade & warning boards on the area are available prior to start testing.       |  |  |  |  |
|                           | 4. Ensure no obstacles in the area. Maintain proper housekeeping.                                 |  |  |  |  |
|                           | 5. Ensure all personnel performing the testing shall have proper training & experience.           |  |  |  |  |
|                           | 6. Ensure all electrical tools to be used in the Testing are not damage.                          |  |  |  |  |
|                           | 7. Adequate lights are provided in the Work Area prior to Testing if required.                    |  |  |  |  |
|                           | 8. Ensure all Personal performing the Testing shall have necessary personal protective equipment. |  |  |  |  |
|                           | 9. Check that LOTO procedure implemented and followed.  |  |  |  |  |
|                           | 10. Check that PTW applied and obtained prior to start Testing.                                   |  |  |  |  |
|                           | 11. Ensure that Necessary PPE to be worn while working in energized circuits                      |  |  |  |  |
|                           | 12. Ensure that Heat Stress plan developed as per site situation.                                 |  |  |  |  |

|                                  |                                   |                                  |  |
|----------------------------------|-----------------------------------|----------------------------------|--|
| For S/C QA/QC:    Date:          | FOR CONTRACTOR    Date:<br>QA/QC: | For Cons. Rep.:    Date:         |  |
| Name:                      Sign: | Name:                      Sign:  | Name:                      Sign: |  |